

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DMRS-11 (Rev. 03-06)
State of Wisconsin
Office of State Employment Relations

1. Position No. 012178	2. Cert / Reclass Request No. 2010-0449	3. Agency No. 445
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4. NAME OF EMPLOYEE

5. DEPARTMENT, UNIT, WORK ADDRESS

DWD/DET
Administrator's Office
201 E. Washington Avenue, G100
Madison, WI 53702

6. CLASSIFICATION TITLE OF POSITION

Executive Staff Assistant

7. CLASS TITLE OPTION (to be filled out by Personnel Office)

8. NAME AND CLASS OF FORMER INCUMBENT

Virginia Derr, Executive Staff Assistant

9. AGENCY WORKING TITLE OF POSITION

10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR

Vacant, DWD Manager

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DMRS-84). Yes ☐ No ☒

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

See Attached

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %

GOALS AND WORKER ACTIVITIES

(Continue on attached sheets)

See Attached

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

- ☐ P-FILE ☐ OFFICE OF STATE EMPLOYMENT RELATIONS ☐ EMPLOYEE ☐ DEPARTMENT ☐ CERT REQUEST COPY

Position Summary

This position is responsible for providing a wide variety of coordinative/liaison Division support for Employment and Training Division Administrator and Deputy Administrator with the Governor's Office, Secretary's Office, national and regional offices, legislator and constituents and Division personnel in researching, analyzing and presenting/preparing information needed in issue resolution and coordinating all interactions. This position is also responsible for providing administrative support to the Division and managing the day-to-day office operations of the Administrator's Office, which includes a high degree of involvement in confidential matters exercising considerable initiative, judgment and decision making abilities. Responsibilities include managing and assigning Division work requests to the Division's four Bureaus. This position also provides detailed logistics planning for large conferences and serves on planning committees.

<u>% Time</u>	<u>Goals and Worker Activities</u>
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- | | | |
|-----|-----|---|
| 35% | A. | Perform as Division Liaison/Coordinator for the Employment and Training Division Administrator and Deputy Administrator with Governor's Office, Legislators, Constituents, and Secretary's Office. |
| | A1. | Develop and coordinate communication between the Administrator's Office and Governor's Office, legislators and constituents. |
| | A2. | Research, analyze and present/prepare information needed by the Administrator to represent the Governor at national conferences. |
| | A3. | Serve as the Division liaison with the Office of the Secretary on scheduling, information sharing regarding reports, requests for analyses and related matters. |
| | A4. | Independently research and obtain information needed by the Administrator to respond to requests from national/regional offices. |
| | A5. | Using independent judgment, obtain information needed to respond to legislator concerns/issues. Independently review constituent concerns and determine source of solution. Coordinate scheduling needed to resolve issues. |

- 55% B. Coordinate and Provide Administrative and Program Staff Support to the Administrator and Deputy Administrator.
- B1. Analyze, research and prepare reports and other communications for the Administrator.
 - B2. Compose and prepare correspondence for the signature of the Administrator, Deputy Administrator and Department Secretary and Governor.
 - B3. Act as an assistant to the Administrator and Deputy Administrator in researching and obtaining information needed from other agency and Employment and Training Division personnel, relieving Administrator and Deputy Administrator from as much detail work as possible.
 - B4. Review, analyze and prepare confidential Division correspondence, including documents such as staff evaluations, letters of discipline, recommendations for organizational changes and budgetary or Divisionwide staff cutbacks.
 - B5. Manage all confidential labor relations related correspondence for the administrator's office, which includes but is not limited to bargaining, grievances, investigations, settlements, complaints, disability accommodation requests, etc.
 - B6. Prepare personnel paperwork including organizational charts, position descriptions, certification requests and reclassification requests.
 - B7. Coordinate Deputy Card assignment/approval process.
 - B8. Develop and maintain operating office procedures.
 - B9. In periods of heavy workload, independently assign work to other support staff to ensure that deadlines are met.
 - B10. Assist Administrator in the composition and preparation of materials used for speeches and presentations.

- B11. Respond to inquiries for the public, Division staff, outside organizations and other states for general information.
- B12. Collect material and develop agendas for various committees that the Administrator and Deputy Administrator serve on.
- B13. Assist administrative staff in representing the Division on various Departmentwide committees.
- B14. Screen visitors and telephone calls. Assess the needs of each contact, alleviating the Administrator and Deputy Administrator of unnecessary contacts, and referring visitors/calls to the appropriate sources.
- B15. Verify accuracy of invoices received, approve and process for payment using automated payment system.
- B16. Provide detailed logistics planning for large conferences, obtaining cost estimates and submitting forms to be in compliance with Department standards. Serve on planning committees in preparation for Division-wide conferences.
- B17. Independently monitor all Division out-of-state travel for compliance with the operating budget, compiling data and preparing information reports.

10% C

Maintain Correspondence Logs and Coordinate the Processing of Work Assignments to Division Bureau Directors and Division Staff.

- C1. Independently analyze content of all incoming correspondence received by the Administrator and Deputy Administrator from the Governor's Office, Secretary's Office, senators, legislators, representatives, constituents, Division and agency personnel and general public for data or information to be obtained, or issue resolution.
- C2. Exercise judgment and discretion in making decisions as to appropriate Division resource needed to complete work requests and with a complete understanding of critical issues, policies and

procedures, assign work requests to Division Bureau Directors and Division staff.

- C3. Follow up on work requests to ensure that all deadlines by the Governor's Office, Secretary's Office and Administrator's Office are met.
- C4. Review returned work requests for accuracy making corrections prior to submittal for signature(s).
- C5. Receive and independently review regional control letters and federal directives. Assign work requests where action is required and route to appropriate Division personnel.
- C6. Develop and maintain a Division-wide tracking system to ensure deadlines are met.
- C7. Provide assistance in the organization and preparation for Labor Law Clinics

SKILLS KNOWLEDGE AND ABILITIES

- Skill in effectively communicating verbally and in writing
- Knowledge of record keeping and management systems, including RAPIDS.
- Knowledge of policy, procedures and organization structure.
- Ability to establish and meet multiple work deadlines.
- Ability to use and understand Word and Excel
- Ability to work independently.
- Ability to work effectively and maintain good working relationships with peers, supervisors, administrators, Secretary's Office and the general public in a multicultural environment.